

## Courtesy Notification of Electronic Filing (NEF) Available to Full ECF Participants

Last Updated: February 8, 2024

[Fed. R. Bankr. P. 2002](#)

Events: Bankruptcy>Other>Request for Courtesy Notice of Electronic Filing (NEF)  
Bankruptcy>Other>Request for Removal from Courtesy Notice of Electronic Filing (NEF)

Attorneys with a CM/ECF account in this district may sign up to receive courtesy notification of the electronic filing of documents. By docketing a request for Courtesy Notification of Electronic Filing (NEF) to a case, the ECF filer will receive an NEF of all docket activity in that case without appearing in the case or filing a pleading. Note that the Courtesy NEF event is not available to parties with limited use CM/ECF accounts.

A Request for Courtesy Notice is made by docketing the form "Request for Courtesy Notification of Electronic Filing" using the event "Bankruptcy>Other>Request for Courtesy Notice of Electronic Filing (NEF)." A Request for Courtesy Notification can **only** be filed electronically through ECF. If at any time the recipient should wish to stop receiving courtesy notifications in a particular case, the same form is used, checking the box indicating that the filer is requesting removal from courtesy notification. Use the docket event "Bankruptcy> Other>Request for Removal from Courtesy Notice of Electronic Filing (NEF)." Step by step docketing instructions are included below.

Note that the courtesy NEF does not create any rights to receive notice under Fed. R. Bankr. P. 2002 or otherwise, and does not impose any obligation on the Court, the debtor or other parties in the case to deliver courtesy copies of any documents entered on the docket.

## **Docketing Instructions Courtesy Notice**

### **Request for Courtesy Notification of Electronic Filing (NEF)**

- 1) Complete the Court's [mandatory form](#) titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the appropriate check box
- 2) Docketing event path: **Bankruptcy>Other>Request for Courtesy Notice of Electronic Filing (NEF)**
  - a At the **Select the Party** screen, select **Courtesy NEF**. If not listed as a party, click **Add/Create New Party** and enter Courtesy NEF
  - b Select **Courtesy NEF** from the **Party search results**
  - c Click on name **Select name from list**
  - d Do NOT enter email or address information
  - e At **Role** select **Interested Party** from the dropdown list, select **Submit**
  - f At **Select the Party** choose **Courtesy NEF, [Interested Party]**, click **Submit**
  - g Create the attorney/party association by clicking inside the **Courtesy NEF** box to ensure you receive electronic notification of case activity, click **Submit**
  - h Browse and upload the PDF document, click **Submit**
  - i Review docket text for accuracy, and click **Submit** to continue
  - j Click **Submit** to complete the transaction – this concludes your filing

### **Request to be Removed from Courtesy Notification of Electronic Filing (NEF)**

- 1) Complete the Court's mandatory form titled **Request to be Added or Removed from Courtesy Notification of Electronic Filing (NEF)** and select the appropriate check box
- 2) Docketing event path: **Bankruptcy>Other>Request for Removal from Courtesy Notice of Electronic Filing (NEF)**, click **Submit**
  - a At the Select the Party screen, select **Courtesy NEF**, click **Submit**
  - b Browse and upload the PDF document, click **Submit**
  - c Review docket text for accuracy, and click **Submit** to continue
  - d Click **Submit** to complete the docketing transaction, this concludes your filing